Publications of the Academy of Architecture
objectives, organization, procedures

Objectives
The purpose of this directive is to clarify the working methods relevant to each type of publication of the Academy of Architecture.
This matter is the responsibility of the Council of the Academy, which may consult with the Editorial Board, appointed by the Director of the Academy, which acts independently within its financial remit (annual budget).
The Editorial Board’s objective is to initiate and promote the publications of the Academy of Architecture, as well providing support for teaching and research in the preparation of instruments (both print and web based) for making its activities better known.

Organization and Instruments
The Editorial Board is coordinated by the managing director. The deputy director is the scholar responsible for research. The Board’s members include two professors, one responsible for the lecture courses and one for the design studios. They represent the Faculty of the Academy.
Meetings of the Editorial Board are also attended by the director and administrator of the Academy.

The Editorial Board has the task of evaluating and accepting the proposals for publication presented by Faculty members, discussing their content, assessing whether and in what way to undertake their publication, which can be done in different ways, in a variety of formats (hard copy, lecture notes, brochure, web page) and modes of distribution (bookshops, direct selling in the Academy or web-based).

The Mendrisio Academy Press is the Academy’s publishing house. Its object is to publish works on subjects related to architecture, the arts and visual culture which are the fruit of the teaching, study and research conducted at the Academy or in collaboration with other universities, foundations, museums and cultural institutions that pursue similar goals and objectives, and to distribute them locally, nationally and internationally.
The decision as to which books should be published under the imprint of the Mendrisio Academy Press, and by drawing on what funds, is made solely by the Editorial Board.

Procedures
Faculty members who wish to publish with the Mendrisio Academy Press are invited to submit their proposals to the Editorial Board.
The managing director is delegated to draw up estimates of costs and is required to provide financial notice to the administrator. The Editorial Board will evaluate proposals, and decide on the priorities and methods of publication. The Academy is not responsible for works commissioned from third parties without being informed beforehand by the Editorial Board.

**Teaching materials** (course notes or dossiers prepared for use in the design studios; as a rule this material is self-financed with funds allotted to the individual courses)

**Publications of studio work** (brochures related to the work done in the semesters’ teaching; again publication is self-financed by funds allotted to the individual design courses)

In both cases, individual teachers are given the utmost creative freedom (regarding contents, format, graphics, paper, etc.), but are required on the front cover and the title page which states the copyright holder to print the name and logo of the Academy of Architecture. The users (usually students) should help defray the costs of the operation by covering the printing costs. To minimize costs it is advisable to consult the managing director. In all cases, it is also advisable to adopt sustainable printing principles by taking of account of the nature of the local economy.

**Publications not financially independent**
In this case publications require approval by the Editorial Board.

Please note that as a registered trademark, the use of the imprint Mendrisio Academy Press and of its ISBN is restricted to publications agreed and approved by the Editorial Board.

**Financially independent Publications** (results of scholarly research)
These publications enjoy the independence accorded to research and teaching.

All publications are nevertheless subject to the directives on graphics of the USI.

**Distribution**
For distribution in the bookshops of publications only bearing the imprint Mendrisio Academy Press, the Academy has entered into a contract with Silvana Editoriale, which ensures the maximum national and international coverage.

Course notes, dossiers and brochures can be distributed only through the bookshop of the Gallery, the reception at Villa Argentina and on the web pages devoted to the Mendrisio Academy Press on the Academy’s site.

Mendrisio, February 23rd 2012